UNITED
NATIONS

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Secretariat

ST/IC/1997/21
31 March 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: OFFICIAL HOLIDAY

1. In its resolution 51/211 of 18 December 1996 on pattern of conferences, the General Assembly requested the Secretary-General to include in the list of official holidays (appendix B of the Staff Rules) of the United Nations Id al-Fitr and Id al-Adha.

2. Pursuant to this request, the Secretary-General has decided that Id al-Adha, on 17 April 1997, will be an official holiday for all staff members.

3. The relevance of this request by the General Assembly to the Staff Rules governing the nine official holidays of the Organization will be the subject of staff/management consultations, leading to a report by the Secretary-General to the General Assembly at its fifty-second session.

97-08625 (E) 010497

UNITED NATIONS **ST**

Secretariat

ST/IC/1997/22
3 April 1997

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: REVISED RATES FOR TELEPHONE AND FACSIMILE SERVICE USING THE UNITED NATIONS GLOBAL NETWORK

1. All users of the United Nations global network are advised that staff are responsible for charges incurred using the network, and that departments and offices are responsible for collecting charges for personal calls from staff. Departments/offices and staff may wish to keep logs of their calls, whether using the United Nations global network or commercial services, and whether personal or official.

2. Effective immediately, the rates for telephone and facsimile calls have been revised. Rates for network services are applied regionally and charged on a per-minute basis. The rates apply to all telephone calls or facsimile transmissions made over the United Nations network. The rates for telephone and facsimile are as follows:

From New York to:	Rate (US$ per minute)
Europe	0.25
Asia	0.72
Latin America	0.50
Africa	0.80

3. At present, leased circuits ("tie lines") are available to all duty stations on a cost recovery basis. If a call to any of the destinations listed above is made via the commercial network (by dialling the international access code, 011), the United Nations Headquarters telephone system will automatically route the call or facsimile transmission over the tie line, since the internal

United Nations rates are less expensive than commercial tariffs. In the unlikely event that all of the circuits for a given tie line are busy, the call will be automatically routed over commercially available circuits.

4. It is also possible to use the United Nations network to place calls to peacekeeping missions and other field locations which are listed in the annex to the present circular. Departments placing calls to these destinations are charged at the prevailing internal network rates.

5. When calls are placed to destinations which are not on the United Nations network, these calls will be charged to departments at standard (non-discounted) commercial rates. Callers who use commercial services should be cautioned that these rates can be quite costly, particularly to destinations where commercial competition does not exist.

6. The cost for personal calls, whether over the United Nations global network or routed over commercial circuits, will be recovered by the Executive Office directly from the staff members who have placed the calls. Staff who place personal calls from United Nations telephones should be reminded of two things. Using the United Nations network for private calls may mean that an official call is delayed owing to network overloads, such that official United Nations business is affected. Secondly, if a personal call has to be routed over commercial circuits, the cost of the call (which is charged at non-discounted rates) will likely be greater than if it is placed from the staff member's home telephone. Staff are therefore encouraged, whenever possible, to avoid placing personal calls using the United Nations network. When this is unavoidable, staff are advised to limit the length of such calls.

Annex

NEW YORK TO:	SATELLITE LINK	MISSION OR OFFICE	VOICE NUMBER	FAX NUMBER
Angola	Luanda	UNAVEM III	Switchboard: 31733+0 Switchboard: 31734 Switchboard: 31950 Switchboard: 33011 Switchboard: 33470 Switchboard: 33472 Switchboard: 33474 Switchboard: 33350+0 Switchboard: 34145 Switchboard: 34157	Comm. Centre: 31951 Comm. Centre: 33473 Comm. Centre: 33350+5272 Comm. Centre: 33350+5322 Comm. Centre: 33350+5333
Bosnia and Herzegovina	Sarajevo	UNMIBH	Switchboard: 39957	Comm. Centre: 32838
Burundi	Bujumbura	Special Representative of the Secretary-General	Comm. Centre: 32842	Comm. Centre: 32844
Croatia	Zagreb	UNTOFY	Operator: 32656 Operator: 32657 Operator: 32658 Switchboard: 32659+4555	Comm. Centre: 32655
Cyprus	Nicosia	UNFICYP	Comm. Centre: 33006 Comm. Centre: 33007 Operator: 39950+433	Comm. Centre: 33007+12 Comm. Centre: 39947
Eastern Slavonia	Vukovar	UNTAES	Switchboard: 39963	Comm. Centre: 39963 ext. 6060
Guatemala	Guatemala City	MINUGUA	Operator: 39941 Operator: 39942	Comm. Centre: 39940
Georgia	Pitsunda	UNOMIG	Switchboard: 39562 Switchboard: 39563 Switchboard: 39566+238	Comm. Centre: 39561
Haiti	Port-au-Prince	UNSMIH	Switchboard: 39921 Switchboard: 39938 Switchboard: 39922+0	Comm. Centre: 39920

NEW YORK TO:	SATELLITE LINK	MISSION OR OFFICE	VOICE NUMBER	FAX NUMBER
Iraq	Baghdad	UNAUB	Comm. Centre: 33010 Comm. Centre: 33586	Comm. Centre: 33009 Comm. Centre: 33587 Comm. Centre: 33081
		UNSCOM	Comm. Centre: 33013	Comm. Centre: 33584
Israel	Jerusalem	UNTSCO	Switchboard: 33001+15 or 600 Switchboard: 33002 Switchboard: 39944	Comm. Centre: 33012
Italy	Brindisi	UNLB	Switchboard: 39915 Switchboard: 39917+6000 Comm. Centre: 69+6703	Comm. Centre: 39916 Comm. Centre: 69+6013
Kenya	Nairobi	UNAMIR UNON	Switchboard: 33084 Switchboard: 33085 Switchboard: 39575+0	Comm. Centre: 33082
Kuwait	Umm Qasr	UNIKOM	Operator: 32681+0 Operator: 32678 Operator: 32682+0 Operator: 33076 Operator: 33077	Comm. Centre: 32679
Lebanon	Naquora	UNIFIL	Switchboard: 33003 Switchboard: 33004 Switchboard: 33008+9	Comm. Centre: 33079
Liberia	Monrovia	UNOMIL	Switchboard: 39927	Comm. Centre: 39924
Macedonia	Skopje	UNPREDEP	Switchboard: 39953 Switchboard: 39954+9	Comm. Centre: 39955
Mozambique	Maputo	UNDP UNHCR WFP	Switchboard: 32675 Switchboard: 32671 Switchboard: 32674	Comm. Centre: 32669 Comm. Centre: 32670
Pakistan	Rawalpindi Islamabad	UNMOGIP OSGA UNOCHA	Switchboard: 33019 Switchboard: 39977 (0400-1300 GMT) Switchboard: 39978	Comm. Centre: 33020 Switchboard: 39977 (1300-0400 GMT)

NEW YORK TO:	SATELLITE LINK	MISSION OR OFFICE	VOICE NUMBER	FAX NUMBER
Gaza Strip	Gaza City	UNRWA UNSCO	Switchboard: 39570 Switchboard: 39571 Switchboard: 39569	Comm. Centre: 39567
Rwanda	Kigali	ICTR	Switchboard: 32663 Switchboard: 39906	Comm. Centre: 33090 Comm. Centre: 34001
Golan Heights		UNDOF	Switchboard: 33005 Switchboard: 33080	Comm. Centre: 39930
Tajikistan	Dushambe	UNMOT	Operator: 34648	Comm. Centre: 34649
Tanzania	Arusha	ICTR	Switchboard: 32850	Comm. Centre: 32848
Western Sahara	Laayoune	MINURSO	Switchboard: 31954 Switchboard: 31955 Switchboard: 31952+211 or 411 Switchboard: 31953+211 or 411	Comm. Centre: 33024

TIE LINE BETWEEN	OFFICE	VOICE	FAX
New York-Addis Ababa	ECA	34957 (Alternate voice/data)	34957 (Alternate voice/data)
New York-Bangkok	ESCAP	Comm. Centre: 61+1234 Comm. Centre: 61+1108 Operator: 61+0	Comm. Centre: 61+1000 Comm. Centre: 61+1002 Comm. Centre: 61+1003
New York-Geneva	UNOG	Switchboard: 26+11	Comm. Centre: 66+70123
New York-Paris	UNESCO	Switchboard: 25+81000	Comm. Centre: 25+85612
New York-Rome	FAO	Switchboard: 65+50001 Switchboard: 65+50002 Switchboard: 65+50003 Switchboard: 65+50004 Switchboard: 65+50005	Telex room: 65+53152
New York-Santiago	ECLAC	Operator: 29+0	Comm. Centre: 29+2200
New York-Vienna	UNOV	Operator: 28+93 Operator: 28+94	Comm. Centre: 68+5821

UNITED NATIONS **ST**

Secretariat

ST/IC/1997/22*
22 April 1997

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: REVISED RATES FOR TELEPHONE AND FACSIMILE SERVICE USING THE UNITED NATIONS GLOBAL NETWORK

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New York-Rome	FAO	Switchboard: 65+50001 Switchboard: 65+50002 Switchboard: 65+50003 Switchboard: 65+50004 Switchboard: 65+50005	Telex room: 65+53152
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UNITED
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Secretariat

ST/IC/1997/23
8 April 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. In accordance with General Assembly resolution 2480 B (XXIII) of 21 December 1968 concerning the need to maintain linguistic balance within the Organization, language proficiency examinations are held to confirm the written and spoken knowledge of the official languages of the United Nations, and consequent eligibility for language-related incentives.

2. The next language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held on Tuesday, 23 September, and Wednesday, 24 September 1997.

3. Eligibility for the language proficiency examination is as follows:

(a) All staff members of the Secretariat and other organizations of the United Nations system who have permanent and probationary contracts are eligible to take the United Nations language proficiency examination;

(b) Staff members who have fixed-term contracts are eligible to take the language proficiency examination, provided that their contract expiration date is after the date of the examination for which they are applying. Those whose contract expires before this date must obtain authorization from their executive officer in the space provided on the examination application form;

(c) Staff members who have short-term contracts are not eligible to take the language proficiency examination unless they have authorization from their executive officer in the space provided on the application form;

(d) All those who have completed the highest level of the United Nations language programme are eligible to take the language proficiency examination. This is the only situation in which the language proficiency examination is open

to those who are not staff members of the United Nations Secretariat and other organizations of the United Nations system.

4. All candidates must also meet the following two eligibility requirements:

(a) Source of proficiency. Since each candidate taking the language proficiency examination represents an expense to the Organization, the examination is restricted to those whose background indicates that they possess a level of proficiency equivalent to the highest level of the United Nations language programme. Such indicators include completion of the last level of the United Nations language programme (compulsory for non-staff members), language study outside the United Nations for at least two years, and use of the language on a regular basis for school or work. Other indicators are permissible; they should be specified on the application;

(b) Completion of the highest level of the United Nations language programme is required for those who have begun study in the programme. Without such completion, the language proficiency examination may not be taken in the language studied.

5. Language incentive eligibility requirements for United Nations staff members:

(a) A staff member may take a language proficiency examination to obtain a certificate establishing proficiency in a second official language and, in certain cases:

(i) To benefit from the relevant provisions of General Assembly resolution 2480 B (XXIII);

(ii) To qualify for the first or second language allowance under staff rule 103.6;

(b) Resolution 2480 B (XXIII) applies to Professional and higher-level staff members subject to geographical distribution who work in one of the working languages of the Secretariat and who have an adequate and confirmed knowledge of a second official language. The criteria for benefiting from the language incentives provided for under the resolution are set out in administrative instruction ST/AI/207 of 23 December 1971;

(c) Under staff rule 103.6 staff members in the General Service and Trades and Crafts categories or in the Field Service below level 6 are eligible for language allowances. Staff members must be proficient in two official languages and must pass the language proficiency examination in one of them to receive the allowance. To receive a second language allowance they must be proficient in three official languages and must pass the proficiency examination in two of them. Staff members whose mother tongue is an official language of the Organization must pass the examination in another official language, which may be the language in which they are required to be proficient by the terms of their appointment. The language proficiency examination in their mother tongue is waived. Staff members whose mother tongue is not one of the official languages must pass the examination in an official language other than that in

which they are required to be proficient by the terms of their appointment. The proficiency examination in that language is waived.

Registration procedure and schedule

6. Those wishing to take the language proficiency examination in September 1997 must submit an application form to the Training and Staff Development Service (room S-606, ext. 3-7056). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 and 3 p.m. from 23 to 27 June 1997 and from 10 to 19 September 1997.

7. Successful candidates must pass BOTH the written and oral parts of the examination with a minimum score of 65 per cent in each part.

8. In certain cases in which candidates receive a score of 80 per cent or more on the written examination but fail the oral, the jury adjudicating the examination will review the cases and may allow candidates to retain their written score for the following examination session, for which they must fill out a new application form. In such cases, candidates will receive written notification of the jury's decision and will have to retake only the oral examination at the following session. The same consideration cannot be given, however, for the oral test or to candidates who have not taken both parts of the examination at the same session.

9. The schedule for the written examination for the September 1997 session is as follows:

Tuesday, 23 September 1997

English ..... 9 a.m. to 12.30 p.m.

Chinese ..... 2 p.m. to 5.30 p.m.

Russian ..... 2 p.m. to 5.30 p.m.

Wednesday, 24 September 1997

French ..... 9 a.m. to 12.30 p.m.

Arabic ..... 2 p.m. to 5.30 p.m.

Spanish ..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination time in order to allow for check-in procedures.

10. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their registration.

11. The number of the conference room in which each examination will be held will be posted in the Secretariat Building on the fourth, fifth and sixth floor bulletin boards and on those in the DC-1, DC-2, and DC-3 buildings. Candidates should check the bulletin boards, as individual notices are not sent for the written examinations.

12. Copies of sample examinations can be obtained in room S-606.

13. Candidates will receive written notification of their examination results by mid-November 1997. No results will be available prior to official notice.